

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, September 13, 2017
Minutes**

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:04PM. Present: Jerry Davis, Jim Demosthenes, Anne Eustis, Diane Hender, Anne Macri, Irene Martin, Hahna Patterson, Larissa Vigue Picard (arrived at 7:15), Megan Therriault (arrived at 7:30), Joe Trafton, Sally Von Benken, Director Susan Preece.

Larry welcomed the new trustees. He highlighted two areas of focus for the coming year: continuing to build on the relationship with the town's Select Board, and further refining and carrying out the Long Range Plan.

- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the July 19, 2017 Business Meeting, Development Committee Report, Finance Committee Report, Friends Report, and Governance Committee Report. Anne Eustis made a motion to accept the Consent Agenda, Anne Macri seconded, and the motion passed unanimously.

- 3) **Director's Report.** Susan noted the following items.

- TPL is participating in the "Find Meet Plan Your Topsham" comprehensive plan community conversation week, October 19-23. On Saturday, September 21, TPL will have a pop-up library at a community fair in the lower village.
- Common Good Day volunteers (Bowdoin students) will be on hand on Saturday, September 16, to do yard and garden work. The library could use some extra tools.

- 4) **New Business:**

- a) **Audit FY17.** Irene and Susan reported that the audit happened earlier in the day. Amanda Schultz-Brown, who has purchased the firm Smith and Associates, was the auditor. The IRS filing takes place in November; Amanda will return in January to report to the board about the FY17 audit.
- b) **Annual Report.** Diane said that the report will be in the November Cryer. The Development Committee met recently to approve the layout, and some articles have already been submitted. This year's report will include a list of names of donors. The Annual Fund letters will be sent the first week of November.
- c) **Robert's Rules of Order.** Susan shared a PowerPoint presentation on Robert's Rules of Order, followed by brief discussion.

- 5) **Old Business:**

- a) Birthday. Larry and Anne Eustis's birthdays were celebrated with cake and good cheer.
- b) A group photo of the board was taken, as were individual photos of the new trustees.

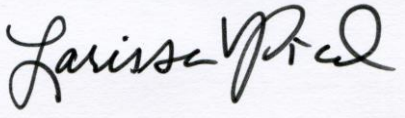
- 6) **Next meeting dates:** Oct. 18, Nov. 15, Dec. 20

7) **Upcoming Events.**

Common Good Day: Sept 16, 1-4PM
Banned Books Week: Sept 24-30
Friends Book Sale: Sept 29, 30, Oct 1
Joy of Pen submission deadline: Oct. 7

8) **Adjournment** by acclamation, at 8:00PM.

Respectfully submitted,

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Larissa Vigue Picard".

Larissa Vigue Picard
Secretary